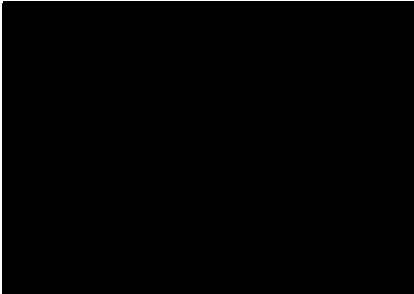


Message

From: [REDACTED]
Sent: 4/20/2018 11:37:41 AM
To: [REDACTED]
Subject: RE: Payroll

Hi [REDACTED]

You may want to wait on putting together payroll. Tom just let me know that we've hired two new employees. They will both make \$26k per year and start working today, so please prorate their pay for April accordingly. I will get in touch with them and have them fill out W4, but their names, DOBs and direct deposit info are below.



Thanks,

[REDACTED]

From: [REDACTED]
Sent: Friday, April 20, 2018 12:53 PM
To: [REDACTED]
Subject: Payroll

Hi [REDACTED]

Here's the payroll changes for the month. The first two are just reminders of things we've already discussed.

- Remove [REDACTED] He is taking a leave of absence and did not work at all in April
- No tax exemptions for [REDACTED] - also please withhold an extra 2k
- Bump up [REDACTED] SmartBenefits to \$150/month

Many Thanks,

[REDACTED]